

Assignment 4

Publications and Directives

Textbook Assignment: RP, Module III, NET 287-03-45-83, Chapter 4, Pages 4-1 through 4-46

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| <p>Learning Objective: Differentiate between regulatory/guidance, correspondence/directives, supply, Command Religious Program (CRP), and Marine Corps publications and identify the general contents of each publication listed under these groupings.</p> <hr/> | <p>4-4. Which of the following statements is NOT true concerning the contents of the SORM?</p> <ol style="list-style-type: none">1. This publication is not addressed to Marine Corps units that do not have Navy personnel assigned2. Material printed in plain type is regulatory and applies to all Navy personnel3. Material printed in plain type is for the guidance of commanders4. The command's master copy of this publication is maintained in the administrative office |
| <p>4-1. From what source(s) is Title 10 of the United States Code derived?</p> <ol style="list-style-type: none">1. Constitution of the United States only2. Treaties of the United States only3. Statutory sources and laws passed by the U.S. Congress only4. Constitution of the United States, Treaties of the United States, and Statutory sources and laws passed by the U.S. Congress | <p>4-5. The official source for determining authorized U.S. Navy uniforms is the United States Navy Uniform Regulations Manual.</p> <ol style="list-style-type: none">1. True2. False |
| <p>4-2. What publication is foremost in general importance among official Navy publications?</p> <ol style="list-style-type: none">1. United States Navy Regulations2. United States Navy Uniform Regulations3. Naval Military Personnel Manual4. Standard Organization and Regulations of the U.S. Navy | <p>4-6. Pen-and-ink changes to the MILPERSMAN are authorized.</p> <ol style="list-style-type: none">1. True2. False |
| <p>4-3. Regulations governing the conduct of Navy personnel are promulgate in the</p> <ol style="list-style-type: none">1. BUPERSMAN2. MILPERSMAN3. TRANSMAN4. SORM | <p>4-7. Changes to the MILPERSMAN are published how often?</p> <ol style="list-style-type: none">1. Weekly2. Monthly3. Quarterly4. Annually |
| | <p>4-8. In most cases, official correspondence is prepared for the signature of what official?</p> <ol style="list-style-type: none">1. Commanding officer2. Executive officer3. Administrative officer4. Department heads |

- In answering questions 4-9 through 4-11, select the instruction in column B that contains the information specified in column A.

<u>A. Information</u>	<u>B. Instructions</u>
4-9. Policies, procedures and guidance for the preparation of correspondence	1. SECNAVINST 5210.11 2. SECNAVINST 5215.1
4-10. Basic guidelines for categorizing correspondence	3. SECNAVINST 5216.5
4-11. Provides a standard method of issuing directives by all naval activities	4. OPNAVINST 3120.32

4-12. The SNDL is published in what total number of parts? 1. 5 2. 2 3. 3 4. 4	
4-13. A National Stock Number (NSN) normally consists of what total number of digits? 1. 9 2. 11 3. 13 4. 14	

- In answering questions 4-14 through 4-17, select the digits in column B that identify the element of the NSN (9925-00-202-7313) in column A.

<u>A. Elements</u>	<u>B. Digits</u>
4-14. FSC Class	1. 99
4-15. FSC Group	2. 25
4-16. NIIN	3. 00
4-17. NCB Code Number	4. 00-202-7313

4-18. How often is NAVSUP P-2002 issued? 1. Weekly 2. Monthly 3. Quarterly 4. Yearly	
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- 4-19. Procedures for ordering publications and forms are contained in what microfiche document?

1. NAVSUP P-409
2. NAVSUP P-437
3. NAVSUP P-2002
4. NAVSUPINST 4235.3

- 4-20. What publication serves as a comprehensive reference for those personnel involved in the preparation of MILSTRIP documents?

1. NAVSUP P-409
2. NAVSUP P-437
3. NAVSUP P-2002
4. NAVSUPINST 4235.3

- In answering questions 4-21 through 4-24, select the FSC number in column B that identifies the items listed in column A.

<u>A. Items</u>	<u>B. FSC Numbers</u>
4-21. Musical instruments	1. 7195
4-22. Church pennants	2. 7710
4-23. Altar cloths	3. 8345
4-24. Bulletin Boards	4. 9925

- 4-25. Policy for the operation and management of afloat supply departments is contained in what publication?

1. NAVSUP P-437
2. NAVSUP P-485
3. NAVSUP P-2002
4. NAVSUPINST 4235.3

- 4-26. What publication is published as a handy reference for division personnel in the preparation of MILSTRIP documents?

1. NAVSUP P-409
2. NAVSUP P-437
3. NAVSUP P-485
4. NAVSUP P-2002

- 4-27. The "Fleet Use of Milstrip" instruction serves the same purpose as what Publication?

1. NAVSUP P-409
2. NAVSUP P-437
3. NAVSUP P-485
4. NAVSUP P-2002

● In answering questions 4-28 through 4-30, select the publication in column B that is described in column A.

<u>A. Descriptions</u>	<u>B. Publications</u>
4-28. Designed to be used primarily by the civil agencies	1. Defense Logistics Agency Cataloging Handbooks
4-29. Provides a complete listing of assigned FSC groups	2. Defense Logistics Agency Identification List
4-30. Provides technical characteristics for all items in the FSC system	3. General Services Administration Supply Catalog
	4. U.S. Navy Chaplains Program Support Guide

- 4-31. What total number of commodity-oriented volumes is contained in the GSA Supply Catalog system?
1. 7
 2. 6
 3. 5
 4. 4
- 4-32. The GSA Supply Catalog is published in what total number of volumes?
1. 7
 2. 6
 3. 5
 4. 4
- 4-33. What publication serves as a handy reference on CRP budgeting and supply matters?
1. NAVPERS 15555
 2. NAVPERS 15879
 3. NAVPERS 15956
 4. NAVPERS 15992
- 4-34. Which of the following listings is/are provided in the "U.S. Navy Chaplains Program Support Guide?"
1. Lineal listing of active duty chaplains
 2. Duty station listing by major claimants
 3. Alphabetical listing of active duty chaplains
 4. All of the above

- 4-35. A CRP chapel fund that had \$2,500 in its checking account as of 30 September 1982 would be considered a large nonappropriated fund.
1. True
 2. False

- 4-36. What individual is responsible for assisting the surviving dependents of a deceased Navy senior chief in completing benefit forms?
1. Command chaplain
 2. Any assigned chaplain
 3. A senior RP (E7, E8, or E9)
 4. Casualty Assistance Calls Officer
- 4-37. Provisions for assisting the next of kin of a deceased naval officer in making funeral arrangements is provided in what publication?
1. Navy Casualty Assistance Calls Program
 2. Decedent Affairs Manual
 3. Navy Military Funerals
 4. Naval Funerals

● In answering questions 4-38 through 4-41, select the individual in column A that would be entitled to the type of funeral listed in column B.

<u>A. Individuals</u>	<u>B. Type of Funeral</u>
4-38. Chief Yeoman	1. Special Full Honor
4-39. Navy Captain	2. Full Honor (Company)
4-40. Navy Commander	3. Full Honor (Platoon)
4-41. Rear Admiral	4. Simple Honor

- 4-42. What publication provides guidelines for the administration and operation of the Navy and Marine Corps general library system?
1. NAVPERS 15555
 2. NAVPERS 15956
 3. NAVPERS 15992
 4. NAVEDTRA 38021

Learning Objective: Recognize the purpose of the Navy Directives Issuance System; identify the types of directives; explain the procedures for preparing and issuing instructions, notices, and change transmittals.

- 4-43. The majority of a command's directives are prepared and typed in the legal office at a large shore installation.
1. True
 2. False
- 4-44. A notice does NOT have the same force and effect as an instruction.
1. True
 2. False
- 4-45. What type of directive, if any, remains in effect until cancelled by higher authority?
1. Bulletin
 2. Notice
 3. Instruction
 4. None
- 4-46. A notice is automatically cancelled 6 months after it is issued unless otherwise stated in the notice.
1. True
 2. False
- 4-47. A notice may remain in effect for what maximum period of time?
1. 1 month
 2. 6 months
 3. 9 months
 4. 12 months
- 4-48. A change transmittal may be used to transmit changes to both an instruction and a notice.
1. True
 2. False
- 4-49. What official has overall responsibility for the management of the Navy's Directives Issuance System?
1. Chief of Naval Education and Training
 2. Commander, Naval Military Personnel Command
 3. Chief of Naval Operations
 4. Secretary of the Navy
- 4-50. The official under whose authority and title a directive is issued ensures compliance with the Directives Issuance System.
1. True
 2. False
- 4-51. What individual normally performs duties as the directives control point aboard an aircraft carrier?
1. Commanding officer
 2. Executive officer
 3. Administrative officer
 4. Ship's secretary
- 4-52. What individual normally acts as the directives control point at a large shore installation?
1. Commanding officer
 2. Executive officer
 3. Administrative officer
 4. Legal officer
- 4-53. The standard requirements for the preparation and distribution of special-type directives are contained in what section of SECNAVINST 5215.1?
1. Part I
 2. Part II
 3. Table 1
 4. Table 2
- 4-54. Which of the following directives is NOT considered to be a special-type directive?
1. Letter
 2. Joint
 3. Publication
 4. Message
- 4-55. The standard requirements for the preparation and promulgation of letter-type directives are contained in what section of SECNAVINST 5215.1?
1. Part I
 2. Part II
 3. Table 1
 4. Table 2
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- In answering questions 4-56 through 4-62, refer to figure 4-37 (page 4-44), figure 4-38 (page 4-45), and figure 4-39 (page 4-46) in the text.
- 4-56. Changes to a publication-type directive are issued in the same manner as for a letter-type directive.
1. True
 2. False
- 4-57. A directive issued jointly by the Navy and Air Force would be assigned a separate designation by each service.
1. True
 2. False

- 4-58. In most cases, a message-type directive is automatically cancelled how many days after its release date?
1. 10 days
 2. 90 days
 3. 30 days
 4. 45 days
- 4-59. A publication-type directive should include which of the following information?
1. A table of contents
 2. A locator cross-reference sheet
 3. A record-of-changes page
 4. All of the above
- 4-60. Consecutive numbers are NOT assigned to message-type instructions.
1. True
 2. False
- 4-61. Existing publications may NOT be brought into the Directives Issuance System without first reprinting the publication.
1. True
 2. False

- 4-62. Changes to a joint directive are issued in the same manner as for a letter-type directive.
1. True
 2. False

● In answering questions 4-63 through 4-65, refer to figure 4-39 (page 4-46) in the text and select the joint directive signature location in column B that would be assigned to the signature authority listed in column A.

	A. <u>Signature Authority</u>	B. <u>Signature Location</u>
4-63. Issuing authority		1. Left margin
4-64. First cosigner		2. Center of page
4-65. Third participant		3. Right margin
		4. Four lines below issuing authority